

**Nevada Department of Education**  
Request for In-Service Pre-Approval

**Instructions:**

Please submit this application for in-service credit approval to the Department of Education at least thirty (30) working days prior to the beginning of the class. You may **email** this form to the address listed below. If the application is rejected, it will be returned with an explanation of deficiencies. When the credit(s) has been approved, the approval form will be returned to you. You may have to submit additional documentation at your next license renewal date. Find details about pre-approved credits for renewal in Guidelines and Requirements for License Renewal, Non-traditional Professional Development

Please complete and submit this form to: jkenyon@doe.nv.gov  
If you have any questions or need additional assistance, please contact James Kenyon at 702-486-6489.

\*It is preferred to submit by email.

Name:							
Address:							
Telephone:				Email:			
License #:				Expiration Date:			
License/Endorsement Area:							
Check Area:	1.Conference	2.Travel	3. Teaching	4. Work	5. Other		
Explain briefly how this conference/travel/teaching assignment/work experience will relate to your licensure area and will enhance your professional growth.							

**1. Credit for Attendance of Conference**

Please provide a copy of the conference agenda with this request.

**2. Credit for Travel**

Please provide a copy of itinerary with this request.

**3. Credit for Teaching (Limited to those with Master's or higher)**

Please provide a letter of documentation from a department chair/supervisor at the college/university.

**4. Credit for Employment (Limited to Secondary Occupational Licenses)**

Please provide a letter of documentation from your employer.

**5. Other**

Official Use Only			
Approved	Not Approved	# Credits	Signature